

Public Works Department
Land Development and Transportation Division

Telephone (909) 931-4235

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Revision Date: June 8, 2015

Submittal Preparation – Minimum Guidelines

The Public Works, Land Development and Transportation Division has prepared guidelines for prospective Developers to use when preparing initial and/or first submittals of reports and plans for Administrative Review. The following is for informational purposes and does not reflect the requirements of other Departments.

General Comments:

1. All plans shall be drawn on uniform sheets, no larger than 24"x36"
2. Engineering Plans shall be prepared by a civil engineer licensed to practice in the State of California. Tentative subdivision maps shall be prepared by a licensed land surveyor or registered civil engineer authorized to practice land surveying in the State of California.
3. Site plans shall be prepared by an architect licensed to practice in the State of California.
4. All plans/maps shall be clearly labeled with sheet title, project name, and project location, key, legend
5. A one-sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet
6. All plans shall be folded to 8½" x11"
7. All Plans shall be clear and legible
8. All plans must include the seal and signature of the licensed professional who prepared the plans.

Site Plan:

The site plan shall be drawn to an engineering scale no smaller than 1" = 40' with the scale clearly labeled, and shall include the following minimum information:

1. Submit preliminary title report within the last 30 days, precise legal description, Assessor's Parcel Number(s) for the proposed development.
2. Name and address of developer, owner of record, and person who prepared the plan
3. Date of preparation and/or revisions
4. North arrow oriented towards the top of the sheet and a legend identifying any symbols
5. Property lines and dimensions
6. A vicinity map showing the precise location of the project
7. Nearest cross streets on all sides of the project site, with approximate distances from the site

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8. Show adjacent streets (distance from centerline), cross sections, and rights-of-way width, including existing width and area proposed to be dedicated.
9. Dimensions and nature of all easements
10. Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer mains, conceptual water and sewer lateral from main to property line, utility poles, fire hydrants, street lights, and street trees
11. Location of existing and proposed buildings and structures (with finished grades)
12. On-site drainage pattern by showing drainage arrows with % slope
13. Improvements on adjacent properties within 100 feet of the subject site (with finished grades)
14. Site Plan shall include a note that reads "Site shall meet all Engineering and NPDES requirements"
15. Parking layout including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access, and secondary access points (if deemed necessary)
16. Handicap parking spaces
17. Loading zones
18. Location, height, and composition of walls and fences (existing and proposed)
19. Location of refuse and recycling areas, including wall and fence heights and materials. Note that trash enclosure(s) shall be double bin, and constructed with a solid roof.
20. Location of any outdoor storage areas
21. Setback distances, yards, and building separations
22. Landscape areas (shaded)
23. Location of all existing trees. Identify whether the trees are to be preserved, relocated or removed
24. A tabular summary, including the following information:
 - a. Adjusted gross and net acreage;
 - b. Gross floor area per building and total floor area for all buildings;
 - c. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);
 - d. Lot coverage ratio (percentage of site covered by buildings or structures);
 - e. Floor area ratio (total floor area divided by the site area)
 - f. Landscape coverage ratio (percentage of lot covered by landscaping);

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- g. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable); and
 - h. Required and proposed number of parking spaces (covered, uncovered, and handicapped accessible, as applicable).
25. If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review.

Conceptual Grading/Drainage & NPDES Compliance Plan:

The conceptual grading/drainage and NPDES compliance plan shall be drawn to an engineering scale no smaller than 1"=40', with the scale clearly labeled, and shall include the following minimum information:

- 1. Show proposed grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails, distances, spot elevations, gradients, contours, cross sections, flow arrows, etc.
- 2. Show existing grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails. All existing items/conditions shall be designated with short dashes or screened.
- 3. The maximum contour intervals shall conform to the following:

Slope:	Less than 2%	2% to 9%	Over 9%
Interval:	2 feet	5 feet	10 feet

- 4. Existing features within 100 feet beyond site boundaries, including natural ground (contours), trees, buildings and structures, drainage courses, drainage facilities (type and size), streets, trails, open space, slopes, etc.
- 5. Minimum site design Best Management Practices (BMPs) necessary to address water quality concerns. Show the types, size/dimensions, and location of all proposed BMPs. In addition, the following list of BMPs are only suggestive, and in no way shall site design concepts be limited to the following:
 - a. Provide a variety of storm water retention and treatment structures into landscaped areas so that these areas serve as a functional part of the overall site drainage plan. Structures may include vegetated swales, natural drainage channels, retention basins, infiltration trenches, and drywells for reception of roof runoff and pavement runoff and excess irrigation water, prior to overflow into storm drain inlets. All designs must take into account the need to prevent the development of vector breeding areas.

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- b. Design the parking lot so that site drainage sheet flows through curb openings or zero-faced mow strip curbs into landscaped swales, prior to overflow into storm drain inlets.
 - c. Incorporate swales or landscaped buffer areas between sidewalks and streets.
 - d. Utilize pervious interlocking concrete pavers in constructed walkways, trail, patios, and pervious concrete pavement in overflow parking lots, and customer and employee parking stalls.
 - e. Maximize canopy interception and water conservation by planting native or drought tolerant trees and large shrubs in landscaped areas.
- 6. Show contours and spot elevations.
 - 7. Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
 - 8. Provide cross sections at all site boundaries, to scale, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls) and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. Sections should extend through building pads and streets.
 - 9. Location and dimensions of proposed pervious or landscaped areas after building and paving.
 - 10. Proposed drainage facilities to convey storm water runoff into proposed or existing pervious or landscaped areas.
 - 11. Proposed infiltration structures (e.g., grassy swales, filter strips, rock trenches, dry wells, porous pavement, etc.) to comply with the City's NPDES Permit requirements.
 - 12. Proposed treatment devices (e.g., oil/water separators, drain inlet filters, etc.) to remove parking lot oils, sediment and litter for impervious areas directly connected to the City's storm drain system.
 - 13. Buildings and structures, indicating footprints, pad and floor elevations, retaining walls, stem walls, etc.
 - 14. Drainage and flood control facilities (type, size, etc.).
 - 15. Location and dimension of easements, property lines and rights-of-way.
 - 16. Natural areas to be preserved (undisturbed: no grading to take place)
 - 17. Retaining walls (top and footing elevations)
 - 18. Shade pavement areas

Plans and Reports required with initial and/or first submittal include:

- 1. Preliminary Title Report

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2. Conceptual Grading Improvement Plan
3. Preliminary Geotechnical Investigation Report (no older than 1 year)
4. Preliminary Hydrology/Drainage Report
5. Preliminary Water Quality Management Plan (WQMP)
6. Traffic Impact Analysis
7. Conceptual Public and Private Utilities Plan (existing and proposed) include:
 - a. Sewer
 - b. Water
 - c. Stormdrain
8. Additional plans and reports as required for the proposed development

Please note that items 3 through 7 may not apply to small development projects.